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GOVERNOR



KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

June 26, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2015-45

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Social Security Number Verification Report

On June 1, 2015, the Office of State Uniform Payroll (OSUP) submitted a file to the Social Security Administration (SSA) for all LaGov HCM Paid employees to verify names and Social Security Numbers. Agency personnel must run the Social Security Verification Report (ZP49) in LaGov HCM to determine if your agency has any mismatches of data. This report identifies the differences between LaGov HCM and SSA records at the time the file was submitted to SSA, listing Social Security Numbers and/or names that do not match the Social Security data file. Please refer to the [OSUP Social Security Number \(SSN\) Verification Report Procedures](#) on the [OSUP Procedures](#) page for instructions on running ZP49 and correcting any mismatches.

Important Notes:

- Any changes made to employee data after this file was submitted to SSA will not be reflected on ZP49.
- Employees reflected on the report as deceased by SSA with a blank action should be confirmed to be separated in LaGov HCM and have since become deceased. **Those deceased employees with a "Y" in the action field indicate that the action reason in LaGov HCM is 28 – Death and is informational only.**

Agencies are reminded that they can use the SSA Business Services Online (BSO) service to submit up to ten names and social security numbers at a time and receive immediate discrepancies. If you have not previously registered to access SSNVS, refer to the [OSUP Social Security BSO Registration Procedures](#) on the [OSUP Procedures](#) page.

If you have any questions on how to correct employee records in LaGov HCM, please contact the [LaGov HCM Help Desk](#). Any additional questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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APH:KW/pbh